



CITY OF MONROE

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Heritage Preservation Commission
Certificate of Appropriateness

Site Location _____ Date _____

Legal Description _____

Existing Zoning _____ Existing Use _____

Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

I/We, the undersigned, request that a determination be made by the Heritage Preservation Commission in regard to Chapter 18.5 of the Code of Ordinances of the City of Monroe, adopted under authority of Sections 112 of Title 33 of the LA Revised Statutes of 1950, as amended. PLEASE READ BOTH SIDES OF APPLICATION BEFORE SIGNING.

Primary Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Signatures:

Applicant _____ Property Owner _____

(Please Print) _____

Reasons for request; Description of plans; Justification: (Include attached exhibits*)

Four horizontal lines for providing reasons for request, description of plans, and justification.

*Exhibits: ___ Site Plan (including any easements, landscaping, fences and sign locations)

___ Plat of existing and proposed structures.

___ Photographs, existing and proposed

___ Façade Elevation Drawings

___ Signage (include size and height)

___ Materials

Please consult the Monroe Design Review Guidelines (www.monroela.us/planning-zoning.php) for guidance with your project.

Deadline date: _____ Hearing Date: _____ Fee: _____

Approved Approved with Conditions Denied Withdrawn

Conditions: _____

Date of Action ___/___/___

Chairman

Revised 11.2019

If your application is approved:

- ✦ You will need to apply for a Certificate of Occupancy (Planning and Zoning Office)
- ✦ You will need to obtain a Building Permit (Inspections Office)

If your application is denied:

- ✦ You can submit revised plans of your project to the Heritage Preservation Commission (HPC).
 - The plans must be submitted within 30 days of the request denial.
 - The request will be placed on the next available HPC agenda ✦ You can submit an appeal to the Monroe City Council.
 - The appeal must be made within 30days of the request denial ○ Submit letter to the Planning and Zoning Division Office.
 - The appeal will be placed on the next available City Council Agenda.

